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November 30, 1994

AGREEMENT  
between the  
EDISON TOWNSHIP BOARD OF EDUCATION  
and  
EDISON TOWNSHIP ASSOCIATION OF ADMINISTRATIVE SECRETARIES  
  
July 1, 1994 - June 30, 1996

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PREAMBLE

This Agreement entered into on the eighteenth day of October 1994, by and between the Board of Education of the School District of Edison in the County of Middlesex, hereinafter called the "Board" and the Edison Township Association of Administrative Secretaries, hereinafter called the "Association."

WITNESSETH:

WHEREAS, the Board has an obligation, pursuant to NJSA 34:13A-1 et. seq., to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment and,

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement, in consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all personnel represented by the Association, whether under contract, on leave, or employed by the Board.
- B. Employees covered by this Agreement shall be all secretarial and clerical personnel in the central office, with the exception of executive secretaries to the Superintendent, Deputy Superintendent, Board Secretary, Executive Secretary for personnel, payroll supervisor and the coordinator of word processing.

ARTICLE II

NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor agreement in accordance with NJSA 34:13A-1 et. seq. in a good faith effort to meet agreement on all matters concerning the terms and conditions of employment of those employees covered by this Agreement. Such negotiations shall begin in accordance with PERC rules. Any agreement so negotiated shall apply to all employees in the unit covered by this Agreement, be reduced to

writing, be signed by the Board and the Association negotiating committees, and shall be recommended to the Board and the Association for ratification.

- B. During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counterproposals. The Board shall make available to the Association for inspection all pertinent records, data and information relative to the school district which the Association requests for the purpose of collective negotiations.
- C. Neither party in any negotiations shall have any control over the selection of the negotiation representatives of the other party. The parties meeting pledge that their representative be empowered to make proposals, consider proposals, and make counterproposals in the course of negotiations.
- D. Representatives
  - 1. Representatives of the Board and the Association's negotiation committee shall meet upon the request of either party for the purpose of reviewing the administration and/or amending of the Agreement, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.
  - 2. Each party shall submit to the other at least three days prior to the meeting an agenda covering matters they wish to discuss.
  - 3. All meetings between the parties shall be regularly scheduled whenever possible to take place at a mutually convenient time.
  - 4. Should a mutually accepted amendment to this Agreement be negotiated by the parties, it shall be reduced to writing, be signed by the Board and the Association negotiating committees, and shall be recommended to the Board and the Association for ratification.
- E. Whenever an employee of the bargaining unit is mutually scheduled by the parties herewith to participate during working hours in grievance meetings or negotiations, they shall suffer no loss in pay.
- F. Nothing contained herein shall be interpreted or applied so as to eliminate, reduce, or otherwise detract from any employee benefit existing prior to its effective date.

## ARTICLE III

### GRIEVANCE PROCEDURE

A. Definition: A grievance is a claim by an employee or group of employees similarly situated or their representative that the employee has suffered harm by the interpretation, application or violation of policies, agreements, or administrative decisions affecting the employee and/or employee's co-workers.

B. Procedure

1. A grievance to be considered under this procedure must be initiated in writing within thirty (30) calendar days from the time when the grievant knew or should have known of its occurrence.

a. Failure at any step of this procedure to communicate the decision of a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be waiver of further appeal of the decision.

b. It is understood that any employee grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.

2. Level I

Any employee grievant who has a grievance shall discuss it first with her/his immediate superior in an attempt to resolve the matter informally at that level, who shall give her/his decision within five (5) working days.

3. Level II

The employee grievant, no later than five (5) working days after receipt of the decision of her/his immediate superior, may appeal the decision to the Superintendent of Schools with a copy to the Association's committee responsible for grievances. The appeal to the Superintendent must be made in writing specifying:

- a. The nature of the grievance
- b. The nature and extent of the injury, loss or inconvenience
- c. The results of previous discussions

- d. The dissatisfaction with decisions previously rendered.

The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) working days from the receipt of the appeal. The Superintendent shall communicate her/his decision in writing to the employee grievant, to the Association's committee responsible for grievances, and to the grievant's immediate superior.

4. Level III

If the grievance is not resolved to the grievant's satisfaction within five (5) working days after receipt of the Superintendent's decision, grievant may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools, who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, hold a hearing with the employee grievant and render a decision in writing and forward copies thereof to the grievant and to the Association within twenty (20) calendar days of receipt of the appeal or if a hearing is granted, within twenty (20) calendar days of the date of the hearing. The referred-to hearing, if granted, shall be held within a reasonably expeditious time after receipt of the appeal notice.

5. Level IV

If the decision of the Board does not resolve the grievance to the satisfaction of the employee grievant and she/he wishes review by a third party, and if the matter pertains to the provisions of this Agreement, and if the Association determines that the matter should be reviewed further, it shall so advise the Board through the Superintendent within twenty (20) working days of receipt of the Board's decision. However, the Board's decision shall be final and binding concerning:

- a. Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the appropriate State agency, or
- b. Any matter which, according to law, is either beyond the scope of Board authority or limited to unilateral action by the Board alone

6. The following procedure shall be used to secure the services of an arbitrator:

- a. Either party may request the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
- b. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they may request the American Arbitration Association to submit a second roster of names.
- c. If the parties are unable to determine within ten (10) working days of the initial request for arbitration a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator. The arbitrator shall limit her/himself to the issues submitted and shall consider nothing else. She/he can add nothing to nor subtract anything from the Agreement between the parties, or any policy of the Board of Education. In matters concerning the interpretation of the language of this contract as specifically set forth herein, the opinion of the arbitrator shall be binding on both parties. In all other matters, for example, application or violation of policies, administrative decisions, etc., the opinion of the arbitrator shall be advisory only.

C. Rights of Employee to Representation

1. Any aggrieved employee may be represented at all stages of the grievance procedure by her/himself or, at her/his option, by the Association or by a representative selected or approved by the Association.
2. When an employee is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance to the Superintendent or at any later level, be notified by the Superintendent that the grievance is in existence and shall be notified of the result.
  - a. The cost of the services of the arbitrator including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.
  - b. All meetings and hearings under this procedure shall be held in private.

## ARTICLE IV

### EMPLOYEES' RIGHTS

- A. Pursuant to NJSA 34:13A-1 et. seq., the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations. The Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the employment of any rights conferred by NJSA 34:13A-1 et. seq., as amended or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of her/his membership in the Association and its affiliates, her/his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or her/his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any employment advantage or be denied renewal of contract without just cause. Any such action asserted by the Board or any agent or representative thereof shall be subject to the grievance procedure within set forth. Members with statutory protection under the tenure laws or with alternate statutory appeal procedures may not submit disputes concerning disciplinary determinations affecting them to binding arbitration.
- C. Whenever any employee is required to appear before the Superintendent, Board, or any committee or member thereof concerning any matters which could adversely affect the continuation of that person in employment or the salary or any increments pertaining thereto, she/he may request a written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise her/him and represent her/him during such meeting or interview if she/he so desires. Any suspension of an employee pending charges shall be with pay.
- D. Representatives of the local, state and national Associations shall be permitted to transact official Association business on Board property at all reasonable times upon notification to the Superintendent and provided the transaction of such business does not interfere with performance of normal duties of personnel involved.
- E. Subject to Board of Education policy and the approval of the Administration, the Association may use appropriate rooms for meetings, in a school building after school hours and until 5:00 p.m. Rooms may be used for evening meetings after prior



approval by the administration and the business office; such permission shall not be unreasonably withheld.

- F. The Association shall have the right to use the inter-school mail facilities and the school mail boxes, with good judgment, except where it interferes with the orderly transmission of inter-school mail.

## ARTICLE V

### PROMOTIONS

- A. All promotional opportunities, newly created clerical positions or any variation in job title shall be handled as follows:
  - 1. All promotional opportunities throughout the school district shall be posted in the school and office buildings of the school district as far in advance as is practicable, but not less than fifteen (15) calendar days before the final date when application must be submitted. A copy of said notice shall be given to the Association at the time of posting. Employees shall submit their applications in writing to the Superintendent's office within the time specified and acknowledgment shall be given to all applications. All notices that are posted shall set out the qualifications for the position, the duties and rate of compensation. Any change of qualifications set for a particular position shall be similarly posted and made available to the Association.
  - 2. All employees who meet the qualifications set forth in the posting shall be given adequate opportunity to make application, and no promotional position shall be filled until all properly submitted applications have been considered. "Consideration" in this context shall be construed as a review of the application and the employee's personnel file, as well as an interview for at least three (3) most senior applicants - unless the applicant is notified as to why an interview is not granted. In all such promotions, preference shall be given to qualified persons already employed by the Board if this is in the best interest of the school district.
  - 3. Transfers: Any individual interested in a lateral transfer should make her/his interest known by submitting a letter to the office of the Superintendent indicating same.

## ARTICLE VI

### LEAVE OF ABSENCE

#### A. Sick Leave

1. Personnel shall be allowed twelve (12) days of sick leave in any school year without loss of pay. All days of sick leave not utilized shall be cumulative. Secretaries will be given a written accounting of accumulated sick leave days not later than October 31 of each school year.
2. An additional thirty (30) days beyond the total number of accrued days may be granted with deductions from the employee's pay for the cost of a substitute.
3. Sick leave is defined as absence from duty because of personal illness or quarantine for communicable disease.
4. It shall be the obligation of the employee to certify that the absence resulted from personal illness. Upon request, the employee shall present a physician's certificate of illness to the Superintendent.
5. Upon retirement, members will receive payment for sick days earned in the Edison school district.
6. Upon leaving the district, members who have completed fifteen (15) years of service in Edison will receive payment for sick days accumulated in Edison.
7. Payment for unused accumulated sick leave will be for one hundred percent (100%) of eligible days at the rate of twenty-five dollars (\$25) per day.
8. In the event of the death of an employee who meets the requirements of compensation by this Article, the estate of the deceased employee shall be entitled to the above benefits.

#### B. Personal Leave

Personnel may be absent from their duties for two (2) days each year without loss of pay. No reason need be given, and these days shall be noncumulative, except that if unused these two (2) personal days will be converted to sick days and added to the member's accumulated sick leave.

In addition to the days specified above, personnel may be absent for a third personal day under the following conditions:

1. Personnel must take this day at a time agreeable to the immediate supervisor, and with the understanding that a substitute will not be required.

2. This third day will not be converted to sick leave and, if not used, will not be cumulative.

C. Leave Due to Death in Family

1. Death in the Immediate Family

- a. Personnel may be absent from school for a period of five (5) days due to the death of a parent, spouse, child, or sibling.
  - b. Personnel may be absent from school for a period of four (4) days due to the death of a grandparent, grandchild, or parent-in-law.
2. Personnel may be absent from duties without loss of pay for a period of one (1) day because of the death of a near relative or other relatives living in the household. Definition: A near relative shall be construed to mean an uncle, aunt, niece, nephew.

D. Pregnancy Disability Leave

1. A pregnant employee shall, upon written application supported by a physician's statement certifying that the employee is pregnant and the anticipated birthdate, be granted a leave of absence without pay to a date not to exceed six (6) months beyond the anticipated date of birth. Such employee will normally be granted such leave at the conclusion of her sixth month except if a physician approves work to a later date and states the last date the employee is to work.  
  
At the expiration of the period of absence, the employee must notify her supervisor that she is ready to resume work. Such notification shall be accompanied by a certificate from a physician stating that the employee is fit to resume work.
2. Upon the recommendation of the Superintendent and the approval of the Board, an employee may leave at a later date and return at an earlier date than provided herewith. In cases of stillbirth, an employee may return at an earlier date.
3. Any tenured employee adopting a child may receive a maternity leave not to exceed six (6) months which shall commence upon receiving said child or earlier if necessary to fulfill the requirements of adoption.

E. Leaves of Absence Due to Illness in the Family

A leave of absence without pay for up to one year may be granted for the purpose of caring for a sick member of the employee's immediate family. Additional leave may be granted at the discretion of the Board.

F. Other Leaves of Absence

Other leaves of absence may be granted by the Board of Education.

Personnel granted leave for the purpose of serving on jury duty will not be required to return to the Board any monies received from the County or State for such duties. Personnel shall be paid all regular salary during the term of such duty. If on any day during the period of jury duty the employee is not required to report for such duty, she/he shall report for work on that day.

- G. The Board will pay the full cost of tuition incurred in connection with any courses, workshops, training sessions or other job-related sessions an employee is required or permitted to attend by the administration. Courses eligible for consideration shall include those offered at institutions of higher education, provided such courses involve skills or knowledge related to job requirements. When an employee is required to attend a training session outside working hours, compensation for actual time in attendance shall be paid at regular straight time rate of pay.

ARTICLE VII

INSURANCE PROTECTION

1. The Board shall provide a comprehensive health benefits program including a hospitalization, medical-surgical, and major medical insurance for eligible employees with one hundred dollar (\$100) single/two hundred dollar (\$200) family deductibles for eligible employees, and effective January 1, 1996, two hundred dollar (\$200) single/four hundred dollar (\$400) family deductibles for eligible employees who have been paid more by the Board of Education than the \$37,300 during the previous calendar year. The Board will not change insurance carriers without first discussing the proposed change with the Association. No decrease in existing benefits will result from change in carriers. Major-medical coverage shall include a one-million dollar (\$1,000,000) lifetime maximum with an automatic restoration feature.

A second opinion at Board expense shall be required for the following elective surgical procedures:

Reconstruction of the hip.  
Removal of the gall bladder.  
Surgery of the big toe to correct deformity  
(including bunion).  
Removal of the uterus.  
Removal of the vertebral arch (back/spine).  
Removal of cartilage of the knee.  
Bone surgery of the foot.  
Removal of all or part of the knee cap.  
Surgical reconstruction of the nose  
(including submucous resections).  
Removal of tonsils and/or adenoids.  
Prostectomy (remove of prostate).  
Coronary by-pass.

The second opinion should be by a surgeon certified by the Medical Board. This condition of obtaining a second opinion does not apply to emergency surgery.

2. The Board shall provide a Dental Insurance Program equal to Plan #1: Connecticut General's Usual and Customary Rate Program which shall include family coverage. The maximum benefit per calendar year, excluding class IV dental services, shall be two thousand dollars (\$2000.00). Effective July 1, 1991 the deductible shall be increased to twenty-five dollars (\$25.00) per single plan per year and seventy-five dollars (\$75.00) per family plan per year on all dental services except class I diagnostic and preventive services.
3. The Board shall also provide a full family prescription plan, three dollars (\$3.00) deductible per prescription. There will continue to be no deductible for generic prescriptions.
4. The Board shall provide to employees employed after December 1, 1990 single only insurance coverage outlined in Section A, subsection 1 above. Upon request, the Board shall provide to said employees fifty percent of the premiums for family insurance coverage for the insurance coverage outlined in Section A, subsection 1. above. In addition, said employees shall have the right to purchase at group rates the insurance listed in subsections 2. and 3. above. Upon the completion of a

total of three (3) years of employment in the Edison Township School District including approved leaves of absence, the Board shall provide to said employees all insurance coverage as outlined in Section A, subsection 1., 2. and 3. above.

B. Policy on Insurance Coverage: Rules and Regulations

1. Family Coverage: A employee who has dependents shall be eligible for full family coverage except as modified by Section A. above.
2. Single Coverage: Any unmarried employee, divorced person, separatee, widow or widower who does not support a family with dependents shall be eligible for single coverage.
3. Retirees: Retirees shall be eligible to participate in all health benefits programs at group rates.
4. It shall be the responsibility of the employee to fully furnish all essential evidence to establish eligibility.
5. Employees who elect not to participate directly in the insurance coverage as outlined in Section A above shall receive two thousand dollars (\$2000.00) annually at the end of each contract year of non-participation. The Board shall reimburse the premium cost for continued enrollment in the alternate insurance plan for any employee who elects not to participate in the insurance coverage as outlined in Section A. above should said employee lose insurance coverage through another source until said employee is eligible to re-enroll in the insurance coverage provided by the Board.

- C. Members who retire after the completion of twenty-five (25) or more years of service in the district shall continue to receive medical insurance benefits (i.e., hospitalization, medical/surgical, and major medical coverage) at Board expense for a period of three (3) years or until age sixty-five (65), whichever occurs sooner, only in the event similar coverage is not otherwise provided for said retiree.

ARTICLE VIII

DEDUCTION FROM SALARY

- A. The Board agrees to deduct from the salaries of all employees dues for the Edison Township Association of Administrative Secretaries and affiliates in compliance with NJSA 52:14-15.9e and rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the treasurer of the Edison Township

Association of Administrative Secretaries by the fifteenth of each month following the monthly pay period in which deductions were made. Prior to deduction, authorization cards in conformity with NJSA 52:14-15.9e shall be filed with the Board of Education. To assist in the administration of this procedure, the Association should provide the Secretary of the Board of Education, by August 1 of each year, an alphabetical list of members authorizing payroll deductions indicating the monthly amount of each member's deduction.

- B. The Board will deduct from the salaries of bargaining unit employees monies for local, state and/or national educational secretaries' association services and programs, provided the secretary individually and voluntarily authorizes the Board to make such deductions. The Board will transmit the monies promptly to the designated associations. Any employee may have such deductions discontinued at any time upon sixty (60) days' written notice to the Board and the designated Association.

The employee and the ETAAS agree to hold the Board harmless from all claims and suits which may arise by virtue of its deductions and transmittal of such service to the designated association pursuant to executed voluntary authorization cards.

- C. Prior to November 15 of each academic year, the Association may elect to assess all employees covered by this Agreement, who are not members of the Association, a representation fee for services rendered by the Association, at the maximum level permitted by law. Such fee will be deducted from salary and transmitted to the Association in the same manner as are dues of Association members. In connection with this provision, the Association agrees to establish a "Demand and Return" procedure, and to file a copy of this procedure with the Board. It further agrees to hold the Board harmless from all claims and suits which may arise from the Board's good faith implementation of representative fee assessments by the Association.

## ARTICLE IX

### HOLIDAYS

- A. The following days shall be paid holidays provided the schools are closed on that day.

Martin Luther King's Birthday  
Lincoln's Birthday  
Washington's Birthday  
Good Friday

Election Day  
Veteran's Day  
NJEA Convention (2 days)  
Thanksgiving Day

Easter Monday  
Memorial Day  
Independence Day \*  
Veteran's Day  
Labor Day  
Rosh Hashanah (2 days)

Day after Thanksgiving  
Yom Kippur  
Christmas Eve  
Christmas Day  
New Year's Eve  
New Year's Day

\* Only applicable to twelve month employees.

- B. In the event that schools are in session on any of the days listed above, an alternate paid day off will be included in the school calendar. When the schools are open on any of the days listed above, the day will be paid at straight time. For employees who are required to work on the alternate day, that day shall be treated as a holiday within the meaning of Article X. Section B. of this contract.
- C. If any of the legal holidays fall on a Saturday or Sunday, it shall be celebrated and compensated accordingly on the day preceding or the day following such holiday, providing schools are closed, or on the next suitable day. Rosh Hashanah and Yom Kippur are excluded from this section.
- D. During the Winter and Spring school closings, all employees will be required to report to work on two days during the Winter Break and on two days during the Spring Break. The two work days per employee shall be scheduled in such a way that the offices are staffed on all business days during each break
- E. Any employee required to work on a holiday shall be notified no later than three (3) days before the holiday to that effect.

## ARTICLE X

### OVERTIME

- A. The regular work day for all clerical employees shall be seven (7) hours exclusive of a one (1) hour lunch.
- B. Any employee required to work more than forty (40) hours per week or on a holiday shall be compensated time and one-half (1-1/2) compensatory time or one and one-half (1-1/2) times her/his regular rate of pay.
- C. Employees required to work more than thirty-five (35) but not more than forty (40) hours will be paid at straight time or compensatory time.
- D. 1. Employees may be required to report for work on days when the schools are closed due to inclement weather. Notice of the requirement to report or not report) for work and the starting time on the inclement weather days will be



made by telephone through the snow chain. The decision will be made by the Superintendent or his\her designee.

2. When the delayed opening schedule is in effect, employees are expected to report as soon as they can safely do so. When the schools are closed early due to inclement weather the Superintendent or his\her designee will determine the closing time for the central office.

## ARTICLE XI

### VACATIONS

- A. Vacation allowance for secretarial personnel as of July 1 shall be:

<u>Years of Service</u>	<u>Vacation</u>
Up to 1 year	5/6 day per month of service
1 through 5th year	10 days
6 through 15th year	15 days
After 15th year	20 days
After 20th year	25 days

- B. Each employee shall be allowed to take her/his vacation at any time during the contract year provided that the work load permits and there is approval by the immediate superior. A maximum of one week of vacation entitlement may be saved for utilization in the following contract year, by addition to that year's vacation, subject to approval of the immediate superior.

## ARTICLE XII

### MISCELLANEOUS PROVISIONS

- A. This Agreement constitutes Board policy for the term of said Agreement and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
- B. This Agreement is intended to be interpreted in conformity with the applicable laws of the State of New Jersey and Rules and Regulations of the appropriate State agencies.
- C. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not

be deemed valid and subsisting, except to the extent permitted by the law, but all other provisions or applications shall continue in full force and effect.

- D. Any individual contract between the Board and an individual employee, heretofore to hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- E. During the term of this Agreement, the Association will refrain from striking or job action of any illegal nature.
- F. Copies of this Agreement shall be printed at the expense of the Board within thirty (30) days after the Agreement is signed and presented to all employees now employed, hereafter employed, or considered for employment by the Board.

ARTICLE XIII

SALARY PROVISIONS

A. Salaries for the period July 1, 1994, through June 30, 1996, are shown in Appendix A.

B. Stipends shall be as follows:

Assistant to Word Processing Supervisor	640
Data Processing Supervisor	2610
Secretary to Director of Special Services	640
Health Coordinator	1125

ARTICLE XIV

DURATION

This Agreement shall be effective from July 1, 1994 through June 30, 1996.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed by their duly authorized officers and their seals to be hereto affixed, this 12<sup>th</sup> day of December, 1994.

The Board of Education of the School District of the Township of Edison, in the County of Middlesex

Edison Township Association of Administrative Secretaries

ATTEST:

  
Secretary

William W. Suriano  
President

ATTEST:

  
Vice President

Allice C. Chubbaw  
President

APPENDIX A  
SALARY GUIDES

	<u>1994-95</u>	<u>1995-96</u>
<u>Step</u>		
1	\$28,414	29,480
2	28,920	30,005
3	29,426	30,529
4	30,162	31,293
5	31,248	32,420
6	32,420	33,636
7	34,448	35,740
10	35,190	36,510
15	35,932	37,279
20	36,674	38,049

NOTE:

- A. Personnel hired and working as of November 16 each year shall be entitled to a step increase on the salary guide as of the following July 1. Personnel beginning employment after that date will not receive a step increase on the following July 1. No credit will be given for prior employment experience.
  
- B. Steps 10, 15, and 20 represents years of service in the Edison school district. Payments on these steps shall commence on July 1st following completion of 10, 15, or 20 years of service.